

Minutes

SUB-COMMITTEE ON STUDENT RECORDS

February 14, 2001

Present

Doug Jackson (Chair), Muriel Auberger (Committee Secretary), Ginette Arsenault, Joan Barrett, Sharon Bezeau, Marlene Brettler, Joan Butterworth, Song Seng Choong, Yolande Cousineau, Nancy Czemmell, Heidi Emami, Sylvia Franke, Christine Gervais, Suzanne Higgins, Helen Hogan, Fiona Lees, Allan Levine, Fiorella Lisi, Marie Moscato, Steve Olive, Anna Santandrea, Nikolai Schestakowich, Fern Ship, Marina Swoboda, Cathy Workman, Assaad Zakka and Chritine Zilberman.

Regrets

Carole Young, Luvana Di Francesco, Robin Geller and Irv Griffith.

1. Adoption of Agenda

The agenda was adopted as circulated.

1. Adoption of Minutes

The Minutes were adopted as amended.

3. Business Arising

3.1 Project List and Enhancements: Allan Levine mentioned that, in the past, a project list for student records existed. There no longer exists such a list. Any ARR projects are brought up to ISR and handled on an ongoing basis.

3.2 Fee Information: Carole Young was not present and no report was made.

3.3 New Student Information System: Sylvia Franke mentioned that no update is available on the items discussed at the last meeting. She proposed reviewing the documents circulated to all the members prior to the meeting. All three documents: Level and GPA in Banner, GPA Calculation, and System Generated Standing Decisions in Banner, were discussed in detail. Sylvia Franke announced that the document entitled Levels and GPA in Banner has been approved by the SIS Policy Committee and will be brought to the Faculties for consultation. Sylvia Franke also announced that a small working group will be set-up, which will include Steve Olive, to look at custom designing the layout of the transcripts in Banner. Joan Barrett informed everyone that she will be meeting with the various Faculties and Departments to present these documents and answer any questions or concerns. She is also available to meet with anyone upon request.

3.4 Permanent Code: Steve Olive reported that representatives from the Ministry of Education will be visiting the ARR tomorrow to look at what has been done at McGill with regards to the collection of permanent code data.

Steve Olive pointed out that IUT forms will be accepted if the student provides ARR with permanent code documents obtained from the host university.

Assaad Zakka announced that tomorrow is the last day of registration for fall for RECU and that a permanent code will be needed for all new RECU submissions in order to register these students.

Steve Olive pointed out that any new student registering for the Fall 2001 semester will be asked to provide McGill with documents for obtaining a permanent code with a grace period of October 15. The same will apply for winter 2002 registration with a grace period of February 15. This information is being sent out with all admission packages.

3.5 CGPA Narrative: Steve Olive pointed out that he has not yet prepared the document on this item for circulation. He will do so and concurrently work with ISR on the programming.

4. New Business

4.1 Format for Student Record Information for Convocation: Steve Olive informed everyone that the convocation process has been restructured with several parts of it being handled by the University Secretariat. In order to collect accurate data from the Faculties, a memo will be sent out by Robin Geller and Victoria Lees, informing the McGill community of the student record graduation data required for convocation and diploma production and the format in which it must be provided. Dean Barnes from ARR will be meeting with the Faculties to provide assistance as required.

4.2 Names of Bilingual Quebec Students for Phone-athons: Steve Olive announced that the Principal has put aside funds for the enhancement of yield activities for francophone students. This will be done in several ways, one being targeted phone-athons where graduates from French CEGEPs currently attending McGill call admitted CEGEP applicants to encourage them to take up McGill's offer of admission. Steve Olive asked if anyone could provide Robin Geller with names of students from their department/faculty that would be able and willing to participate in these phone-athons.

Meeting adjourned at 11:15 a.m.